

HOW WE HIRE FOR INTERNATIONAL SECONDED POSITIONS AT THE OSCE

A 10-STEP GUIDE TO OUR RECRUITMENT PROCESS

1 Check OSCE Vacancies

www.jobs.osce.org/vacancies

Additional sources: [LinkedIn](#),

[Talent Acquisition Newsletter](#)

Application period: 4-6 weeks



2 Apply at jobs.osce.org and Get Directed to Seconding Authority

Prior to applying: check with your national seconding authority to verify eligibility and procedures. Submit your application prior to the deadline to allow enough time for processing. At this stage, **only** your national authority has access to your application

*Participating States

*Watch our Online Tutorials / Webinars at jobs.osce.org/webinars



3 Seconding Authorities Review the Applications and Nominate their Selected Candidates to the OSCE Secretariat

The OSCE Secretariat **only** has access to applications that have been nominated by the Seconding Authority

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4 Long-Listing by HR

10 working days for processing
Candidates meeting the minimum requirements will be considered for further review

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5 Pre-Screening Process by Hiring Managers

Selected candidates may be invited for written test and/or [SONRU](#) pre-recorded video interview with automated questions. *Access to [SONRU Webinar](#)

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6 Short-Listing of Applicants by Hiring Managers

15 working days for processing
Congratulations! You are one of the top candidates for this position! Candidates' suitability will be assessed based on relevant experience and educational qualifications. For candidates of equal merit, gender and geographical representation are considered

6



7 Verification of Educational Credentials

Copies of original documents and certificates will be requested for validation

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8 Interviewing and Testing Short-Listed Applicants

Interviews (in person or video), written test and/or presentation. Selection made by an Interview Board of 4-5 employees chaired by the Hiring Manager and facilitated by HR. Candidates will be evaluated based on overall assessment of relevant experience, educational qualifications and performance through interview and tests

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9 Checking References

References from recent supervisors and those provided as referees in the Application Form will be checked (prior to the Board making their recommendations to the Appointing Authority)

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10 Making the Final Selection

Appointing Authority makes the selection decision based on the recommendations of the Interview Board set out in the report. Typically, 2-3 candidates are recommended. Depending on location of the post, the recommendations are listed to the Appointing Authority (Secretary General or Head of Institution or Head of Mission). For candidates of equal merit, gender and geographical balance are considered.

Seconding Authority is informed to confirm secondment and notify all candidates about the outcome. The role of Human Resources is to provide a positive candidate experience and to ascertain that the process is fair, consistent and within the rules and regulations for all candidates

